



## **TOWN OF CONCORD PLANNING BOARD**

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MARCIA A. RASMUSSEN, PLANNING DIRECTOR

# **Planning Board Procedures for Site Plan Review**

## **Applicant**

- ◆ Obtains Site Plan Review Application and Checklist from the Department of Planning & Land Management (Department).
- ◆ Files the required number of copies of the completed Application Form, Site Plan, and all supportive materials indicated on the Checklist to the Department.
- ◆ Applications will be scheduled for the earliest available regular Planning Board meeting, but no sooner than four (4) weeks from the application submittal date (Planning Board meetings usually held on the first and third Tuesdays of each month).
- ◆ The local newspaper will bill applicant for legal notice when the application does not require a special permit from the Board of Appeals.

## **Department of Planning & Land Management**

- ◆ Receives Application and assigns a file number.
- ◆ Places the Application on earliest possible regular Planning Board agenda.
- ◆ When a Site Plan Application does not require a special permit from the Board of Appeals, the Department will prepare and submit a notice for publication in the local newspaper not less than seven (7) days before the day of the public meeting. The Department will also send a notice by mail to immediate abutters of a site, including owners of land directly opposite the site on any public or private way.
- ◆ Routes copies of the Application, Site Plan, and supporting documents to other Town departments for review and comments.
- ◆ Coordinates review comments and reports thereon to the Planning Board.
- ◆ Sends copy of Planning Board decision to the Applicant and the Building Inspector.\*\*

## **Planning Board**

- ◆ Reviews the Application, Site Plan, supporting documentation, the report from the Department and other Town department comments.
- ◆ Endorses approval of the submitted Site Plan and/or modifies of the Plan.

**\*\* Special Note:** In the case where an application requires a Special Permit from the Board of Appeals, the Applicant must submit the Board of Appeals' Application and the Planning Board's Application simultaneously to each Board. The Planning Board follows the same procedure outlined above, but submits its recommendations to the Board of Appeals for its action.